

[illegible]

Operational Risk Management Worksheet Completion:

Step 1 List the hazards: List all the potential dangers related to the subject activity, no matter how small or inconsequential you think they are. Mishaps are generally caused by a cascade of small problems that change into something worse.

Step 2 Assess the risks: Try to determine as realistically as possible how likely something is to happen and check the appropriate box under: How likely is the hazard. Do the same with the potential severity and check the best answer under: How severe would it be?

Step 3 Analyze the risks: Think of ways to mitigate the risks. There may be more than one way in any situation.

Step 4 Decide how to control the risks: Choose the best way(s) to reduce the risks. The control options list is not complete, but is merely a list of possible suggestions. Sometimes the best option is to stand down.

Step 5 Implement risk controls: Ideal controls are those that are simple to follow and easy to adopt with the goal of ensuring compliance and giving the team an understanding of the benefits of the decision.

Step 6 Supervise: Get feedback from team members and adjust controls as needed or if necessary. Feedback is necessary to continually improve the ORM process for the next activity.

The ORM process is a tool to help you keep yourself and your fellow members out of harms way. Once this process is completed, an Operational Risk Safety Briefing is required to all members participating BEFORE the activity commences. Members are prohibited from participating in CAP activities if they are not briefed for an activity where a briefing is required.

If this sheet is being completed for an activity that is not on the published list of APPROVED CAP ACTIVITIES and SUB-ACTIVITIES LIST, the activity must be approved by the appropriate commander. This sheet should also be provided to NHQ Safety and the National Safety Team via email at safety@capnhq.gov for consideration.

